



County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

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Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 8, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

EFFICIENCY INITIATIVE WEBSITE

We are pleased to announce that the Efficiency Initiative Website has been activated on the County Intranet for departments to list and share their projects, as well as ideas. The Website will also be used to track real dollar savings and/or cost avoidance. In addition, the Website will allow County employees to submit their ideas directly. These employee submissions will be sorted and searchable by keywords and applicable areas. CEO staff and a group of Chief Deputies will also be monitoring these employee submissions on a regular basis, forwarding them to DCEOs and departments for consideration. The Website is available at <http://efficiencyinitiative.lacounty.gov> and contains four sections:

1. **Countywide Efficiency Tracking:** A list of efficiency projects that have been approved and are being pursued, many of which have received funding for implementation. The tracking file will be updated by my Office at the beginning of each month.
2. **Departmental Reports:** Monthly reports from each department, which list efficiency projects that are currently being implemented or efficiency ideas under consideration. The top portion of each Departmental Report may contain Countywide Efficiency Tracking items from the above-referenced section.
3. **Employee Suggestions:** A list of new efficiency ideas directly submitted by any County employee.
4. **Additional Links:** Other County Websites containing lists of other efficiency related ideas and projects.

"To Enrich Lives Through Effective And Caring Service"

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Your departmental efficiency manager will soon be provided with detailed instructions and the necessary template to upload your department's ideas and projects. The deadline for first submission is Wednesday, October 21, 2009, and the Website will be made available to all County employees shortly after. You will be notified via E-mail when the Website is officially launched. Subsequent updates will be due by the end of each month starting in November 2009.

We will be kicking-off the Website with a formal campaign including flyers, an E-mail blast to all employees, articles in the County Digest, and a paystub message/insert. We invite your active assistance and initiative in helping to promote the Website to your employees through various channels, such as regular staff meetings and department newsletters. We want to keep the momentum going by talking efficiency, soliciting ideas whenever possible, and implementing small and large improvements throughout the organization. By working together and continuously improving how we operate, we can make the County of Los Angeles the most efficiently-run organization in public service, one that is highly innovative and adaptable to the many challenges we face, now and in the future.

As part of this effort, I again strongly encourage you to seek ideas and/or input from all levels of your organizations. Our co-workers will be the best source of information for this effort.

Thank you again for supporting the Efficiency Initiative. Please let me know if you have any questions, or your staff may contact Martin Zimmerman at 213.974.1326 or mzimmerman@ceo.lacounty.gov.

WTF:ES:MKZ
FC:pg

c: Each Supervisor
Chief Deputies Efficiency Initiative Committee
Administrative Deputies
Efficiency Managers